

## SECTION XI - EXPENSE REIMBURSEMENT

- A. Travel Expenses: Travel expenses associated with authorized county business for attendance at conventions, conferences, field trips, educational courses, meetings, etc., will be paid by the county. Actual costs for materials required for the seminar, training courses, etc., will be paid for or reimbursed by the county. The employee must provide receipts of expenses to the county upon completion of the trip, together with a request for reimbursement within sixty (60) days of the date incurred or reimbursement will not be made.
1. An employee may be accompanied by a spouse or family member on approved county business trips with the understanding that the county will not pay any of the costs incurred by the spouse or be responsible for any liability associated therewith.
  2. All absences from work to attend various meetings, training, seminars, conventions, etc. must be approved by the department head/elected official prior to attendance.
  3. Travel expenses must be included in an annual budget for each department anticipating travel as a part of the budget process.
  4. Reimbursement for public transportation (air, bus, train), when necessary, will equal actual cost of fares.
  5. First class accommodations will be utilized only when a lesser rate is not available.
  6. The Board of County Commissioners reserves the right of final approval for all out of state travel reimbursements.
- B. Use of Personal Cars: Personal cars may be used for county business, if adjudged advantageous to the county. When a personal car is used for county business, the county's reimbursement for the use of the car shall be at the rate in effect at the time as established by the IRS. Travel distances will be computed from a standard mileage chart when available. Vehicle odometer readings will be reimbursed for distances not charted, with approval of the department head/elected official.
- C. Per Diem: Subsistence allowance may be provided to employees whose work related travel requires them to leave their principal place of business for overnight stay. Subsistence, which consists of meals, (excluding alcoholic beverages) and lodging, is limited to actual costs as approved by department heads/elected officials or per diem, not to exceed those rates established by the IRS. Provided, on the day of travel to overnight scheduled event(s) for county business and on the day of travel back to Millard County from such event(s), the employee will receive only seventy-five percent (75%) of the per diem reimbursement.

D. Advance Payments: Advancements will be considered for reimbursement on a case-by-case basis by the department head/elected official.